

# MANAGEMENT CONTROL EVALUATION CERTIFICATION STATEMENT

For use of this form, see AR 11-2; the proponent agency is ASA(FM).

1. REGULATION NUMBER  
OMB Cir A-123

2. DATE OF REGULATION  
21 Dec 2004

3. ASSESSABLE UNIT

Directorate of Morale, Welfare, and Recreation

4. FUNCTION

~~Special Events~~ Commercial Sponsorship

5. METHOD OF EVALUATION (Check one)

X a. CHECKLIST

b. ALTERNATIVE METHOD (Indicate method)

APPENDIX (Enter appropriate letter)

6. EVALUATION CONDUCTED BY

a. NAME (Last, First, MI)  
Jackson, Maria P.

b. DATE OF EVALUATION  
27 Nov 2006

7. REMARKS (Continue on reverse or use additional sheets of plain paper)

Key management controls were tested by direct observation, file/documentation review, and sampling.

No material weaknesses were found during this evaluation period.

8. CERTIFICATION

I certify that the key management controls in this function have been evaluated in accordance with provisions of AR 11-2, Army Management Control Process. I also certify that corrective action has been initiated to resolve any deficiencies detected. These deficiencies and corrective actions (if any) are described above or in attached documentation. This certification statement and any supporting documentation will be retained on file subject to audit/inspection until superseded by a subsequent management control evaluation.

a. ASSESSABLE UNIT MANAGER

(1) Typed Name and Title  
Paul A. Heilman  
Director of Morale, Welfare, and Recreation

(2) Signature



b. DATE CERTIFIED

4 Dec 06

## COMMERCIAL SPONSORSHIP KEY MANAGEMENT CONTROL FORM

The following was developed in accordance with DoDI 1015.10, dated 3 Nov 95, AR 215-1, dated 21 Sep 95, and the Army Sponsorship Desk Reference Book, dated 3 Jun 96.

### MANAGEMENT CONTROLS

1. Is property obtained through commercial sponsorship identified and notification made to the NAF property book officer?

☒ YES NO
- a. Is property received for use as resale, inventoried and are inventory control/stock record cards prepared?

☒ YES NO
  - b. If fixed assets, i.e. furniture, fixtures or equipment (FFE), valued at over \$1 K are received through commercial sponsorship, are proper NAF records prepared and forwarded to Financial Management Division (FMD)?

☒ YES
2. Has the Commercial Sponsorship Representative developed and established internal Standard Operating Procedures (SOP)?

☒ YES NO

  - a. Has the SOP been coordinated and approved by Internal Review?

☒ YES NO
  - b. Has the SOP been coordinated and approved by the Staff Judge Advocate (SJA)?

☒ YES
3. Does the Commercial Sponsorship Representative have all required regulations and publications on hand and have they become familiar with their contents:

☒ YES NO

  - a. Department of Defense Instruction (DODI) 1015.10 (encl 9), Commercial Sponsorship Policy, dated 3 Nov 95?

☒ YES NO
  - b. Army Regulation 215-1, Nonappropriated Fund, Instrumentalities and Morale, Welfare, and Recreation Activities, para 7-47, dated 29 Sep 95?

☒ YES NO

10. Have MWR employees authorized to work with the Commercial Sponsorship Program received appropriate professional training IAW DODI1015.10, para A.2a., the Army Sponsorship Desk Reference Book, page 23, and AR 215-1, para 7-47c.(1) to include ethics training?

☒ YES ☐ NO

### III. COMMERCIAL SPONSORSHIP WRITTEN AGREEMENTS

All commercial sponsorship agreements must be in writing. Agreements are valid for one year or less, with annual renewals not to exceed five years. This does not preclude the award of a new contract after the initial five year period. Right of first refusal is a negotiable item and should not be routinely included in all sponsorship agreements. Commercial sponsorship agreements are IAW DOD11015.10 para A.2b, and the Army Sponsorship Desk Reference Book pages 22 and 134, AR 215-1, para 7- 47c.(2), and must include the following:

1 Event or program description.

☒ YES ☐ NO

2. Detailed summary of MWR obligations.

☒ YES

3. Detailed summary of entitlements and obligations of the sponsoring company or organization.

☒ YES ☐ NO

4. Term and termination clause.

☒ YES ☐ NO

5. Certification that no costs incurred by the sponsoring company or organization are charged to any part of the Federal Government.

☒ YES

6. Force Majeure (acts outside the control of the parties involved, i.e. nature, government regulations, war) clause.

☒ YES ☐ NO

7. Independent contractor clause.

☒ YES ☐ NO

8. Assignment clause.

☒ YES

9. Appropriate disclaimers.

☒ YES

10. Legal review.

☒ YES ☐ NO

11 Signature of an Army representative, usually the DPCA/DCA (or equivalent).

☒ YES

12. Signature of the sponsor representative.

☒ YES

#### IV. RECORD KEEPING AND ACCOUNTING PROCEDURES

Staff members in charge of commercial sponsorship activities must keep accurate records of all transactions to provide an audit trail for the receipt of all cash, goods, and services obtained through the Commercial Sponsorship program. The following are IAW DODI1015.10, para A.2J, and the Army Sponsorship Desk Reference Book, page 139:

1. Are all monetary transactions made by check? ☒ YES NO
2. Are cash (check) payments mailed by the sponsor directly to the Financial Management Division (FMD) for deposit into the IMWRF account? ☒ YES NO
3. Are cash (check) payments credited to the proper general ledger account code for commercial sponsorship (GLAC 553) through the use of a Daily Activity Report (DAR)? ☒ YES NO
4. Are invoices documenting the dollar amount for all commercially sponsored events involving a cash fee being issued? ☒ YES NO
5. Do invoices for commercially sponsored events involving cash fees have the name of the event sponsored and the FMD address for payment? ☒ YES NO
6. Are commercially sponsored goods inventoried by the commercial sponsorship representative and another designated representative at the time of delivery and reported to the FMD? ☒ YES NO
7. Are commercially sponsored goods secured and accounted for at all times? ☒ YES NO

## V. FILE DOCUMENTATION

A file must be kept on each commercial sponsorship initiative IAW the Army Sponsorship Desk Reference Book, page 140, and AR 215-1, para 7-47c.(10). Does each file contain:

- |   |   |
|---|---|
| 1. The sponsor's name and/or organization.  | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 2. The event or program sponsored.  | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 3. Solicitation documentation.  | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 4. Legal concurrence memo/form.   | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 5. Signed agreement.  | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 7. Retail value of sponsor's fee (cash, goods or services) and appropriate documentation. | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 7. Copy of invoice.   | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 8. Disposition of commercial sponsorship fee.   | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 9. Telephone/conversations records.   | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 10. Internal MOA's/MOU's.   | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 11. Copies of publicity relating to event or program.                                     | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 12. Copies of thank you letters.  | <input checked="" type="radio"/> YES <input type="radio"/> NO |
| 13. After action reports.   | <input checked="" type="radio"/> YES <input type="radio"/> NO |

*Maria Jackson*  
27 Nov. 06